

CITY OF BURBANK

SENIOR ACCOUNTANT

DEFINITION

Under direction, to perform complex governmental and proprietary fund accounting; to prepare advanced financial and budgetary analysis; to supervise and train employees in proper accounting procedures; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs complex governmental and proprietary fund accounting work; prepares periodic and fiscal year end statements and financial reports such as the Comprehensive Annual Financial Reports (CAFR), and the State Controllers Report; uses advanced computerized accounting systems; prepares complex, multi-year accounting and budgetary reports and forecasts; uses automated spreadsheets and word processing programs; performs debt administration and accounting, and related agency debt issues as required; researches complex problems or other related financial issues, and reports and/or implements solutions for such problems or issues; responds to, and coordinates audits for various outside agencies; supervises, trains, and evaluates the work of assigned personnel; reviews and approves warrant requests; performs various internal audits on City and related agency departments in various locations; reports audit findings; represents the Financial Services Department at meetings and functions; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and techniques of governmental and proprietary fund accounting.
- Skill in - the use of computerized accounting systems; the use of automated spreadsheet and word processing programs.
- Ability to - implement, maintain, and improve advanced automated accounting systems and procedures; effectively supervise, train and evaluate employees; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: A Bachelor's Degree in accounting or business administration, and two years recent accounting experience. Or an Associate Degree with a minimum of 18 semester units in accounting from an accredited college, and five years experience in governmental accounting or auditing at a professional level. NOTE: MBA or CPA may substitute for one year of required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: MBA or CPA.